

APPENDIX B

Progress Report Forms

U.S. Department of Labor
Bureau of International Labor Affairs/Office of Foreign Relations

STATUS REPORT FORMAT

PROJECT #:	COUNTRY/PROJECT NAME:	
FUNDING:	PROJECT DURATION:	EVALUATION DATES: Mid-term: Final:
DATE SUBMITTED:	REPORTING PERIOD:	CONTACT:
PROJECT OBJECTIVES: <u>Development Objective:</u> <u>Immediate Objective(s):</u> <u>Sub Immediate Objective(s):</u> 		

I. WOKRPLAN STATUS

(Attach Workplan indicating status of components – “completed,” “on schedule,” “delayed,” “Cancelled” as an annex.)

[Summarize any Workplan variance and recommended actions]

II. PROBLEMS, PROPOSED SOLUTIONS, ACTIONS TAKEN OR REQUIRED

Problems

Proposed Solutions

Actions Taken/Required

III. NEW PROPOSALS (activities, staffing, funding, etc.)

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TECHNICAL PROGRESS REPORT FORMAT

PROJECT #:	COUNTRY/PROJECT NAME:	
FUNDING:	PROJECT DURATION:	EVALUATION DATES: Mid-term: Final:
DATE SUBMITTED:	REPORTING PERIOD:	CONTACT:
PROJECT OBJECTIVES: <u>Development Objective:</u> <u>Immediate Objective(s):</u> <u>Sub Immediate Objective(s):</u>		

I. OVERALL PROGRESS

[Attach Data Tracking Table and any reporting against the Performance Monitoring Plan (PMP) as an annex.]

II. MAJOR TRENDS

III. PROBLEMS, PROPOSED SOLUTIONS, ACTIONS TAKEN OR REQUIRED

Problems

Proposed Solutions

Actions Taken/Required

IV. NEW PROPOSALS (activities, staffing, funding, etc.)

V. LESSONS LEARNED

[illegible]